



ARKANSAS DEPARTMENT OF EDUCATION

NEW ONLINE BACKGROUND CHECK CONSENT FORM INSTRUCTIONS:

A paper consent form is no longer required – it has been replaced by the new **Online Background Check Consent Form:**

<http://adeaels.arkansas.gov/AelsWeb/Consent/Consent1.aspx>

Every applicant for the state and federal background checks must:

- **Complete** the Online Background Check Consent Form **ONLINE**. The form is automatically uploaded to the Arkansas Department of Education's database. Therefore, it is no longer necessary to complete the paper form and return it to the Department of Education;
- **Print the form** (or download it to a mobile device); and
- **Bring** it to the fingerprinting location.

Reminder: Each applicant should have these items with them at the fingerprinting location:

- *Printed (or downloaded) copy of the Online Consent Form*
- *Government-issued photo ID*
- *Transaction number (from online payment receipt or from the employer)*